

ASSISTANT FIRE CHIEF

DISTINGUISHING FEATURES

The fundamental reason the Assistant Fire Chief exists is to assist and support the Fire Chief in planning, directing, and reviewing the activities and operations of the Fire Department in the area of emergency operations and training or support services. Provides effective, professional leadership in positioning the Fire Department to meet the community's current and future needs through appropriate technologies and services. This classification is supervisory. The work is performed under the direct supervision of the Fire Chief, but considerable latitude is granted for the exercise of independent judgment and initiative.

ESSENTIAL FUNCTIONS

Plans, organizes, directs and supervises the administration and management of assigned divisions of the Fire Department.

Plans, develops, and implements goals, objectives, policies and procedures for assigned divisions and the department.

Coordinates department activities with those of other departments and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence; always represents the department in a positive and professional manner.

Participates in the development and administration of the Fire Department budget; participates in the forecast of funds needed for effective operation of the department; monitors and approves expenditures.

Participates in recommending the appointment of personnel; provides guidance and opportunities for career development of employees; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.

Responds to major emergencies and assumes an appropriate role within the Incident Command System.

Represents the Fire Chief, the Department, and the City in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.

Attends and participates in professional meetings, conferences, and workshops.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Fire command and municipal Fire Department administration.

Principles, practices, and procedures of modern fire fighting.

Principles and practices of public administration and Human Resources management.

Principles of employee supervision, training and performance evaluation.
Use, operation and maintenance of fire equipment and apparatus used in fire fighting.
Federal, State and local laws, codes, regulations and standards governing the delivery of Fire Department services.
Computers and related software.
Budgetary planning, development, and monitoring practices.

Ability to:

Assume command-level responsibilities; make life and safety decisions.
Plan, assign, coordinate, and manage the activities of a large division within the Fire Department.
Supervise, train, and develop employees effectively.
Perform research, analyze findings, and prepare administrative and technical reports.
Communicate effectively verbally and in writing.
Prepare and present oral and written reports.
Prepare, administer and monitor a budget.
Establish and maintain effective working relationships with staff, City officials, community organizations, other agencies and City departments, and the general public.
Operate a variety of standard office equipment, including a personal computer and a variety of computer software.
Maintain regular consistent attendance and punctuality.
Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing tasks in environments that may be immediately dangerous to life.

Education & Experience:

Must have a minimum of 60 semester hours of college credit that includes any combination of fire fighting, EMS and academic subjects. Eight years of broad and extensive fire department experience, including two years at the Battalion Chief level. Must have familiarity with all major departmental functions of a fire department. Training and experience equivalent to a Bachelor's Degree from an accredited college or university with major coursework in fire science is preferred.

Beginning in July 2007, a Bachelor's Degree in Fire Science, Business Administration or a related field will be required.

Special Requirement:

Must possess and maintain a valid Arizona Driver's License with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified